

## **Hosting Annual CSSDA State Festivals**

The CSSDA Bylaws suggest that a State Festival Committee be appointed. The duties of this Committee shall be to conduct a State Square Dance Festival under the sponsorship and guidance of the Colorado State Square Dance Association.

### 1. Festival Chairman

(a) The Chairman shall be selected, by the hosting Council, from active, qualified members in good standing of the Area Council and approved by a vote of the CSSDA Board of Directors at the first general meeting following the appointment.

(1) The Chairman should then select the following:

(A) Vice or Co-Chairman, Secretary and Treasurer, and they shall also be selected from among active and qualified members in good standing of the local Area Council.

(B) Chairmen for Publicity, Public Relations, Programming, Registration, Fashion Show, Exhibitors, Solos, Decorations, Sewing, Hospitality, Camping/RV, After party, Food or any other Chairmen deemed necessary.

(b) It is recommended that the Festival Committee Chairman be selected three (3) years in advance of the Festival to be hosted.

(c) A Festival Chairman may be removed from office for justifiable reasons (such as not following CSSDA policies) at the request and vote of the CSSDA Board of Directors with notification to the hosting Council. If a Council chooses to replace a Festival Chairman notice shall be sent to the CSSDA President immediately and an approval vote taken at the next general CSSDA meeting.

### 2. Festival Dates

(a) The Festival shall be held on the second Friday and Saturday of the month of June, except as changed by special permission of the CSSDA Board of Directors.

### 3. Festival Facility Contract

(a) The Festival Chairman shall be responsible to secure a fair contract with the Festival Facility management.

(b) Space should be allowed for Mainstream Dancing, Plus Dancing, Round Dancing, Registration, Vendors, Showcase of Ideas, and if possible Advanced or other forms of dancing (clogging, contra, line, country, traditional, etc.).

(c) The Festival Facility Contract shall include a cancellation policy.

### 4. Festival Budget

(a) A complete Festival Budget, showing all expected income and/or expenses from the Festival planning, including but not limited to, organized pre and post activities as well as dancing, camping, meals, booth, promotional items, pre-registration booklet (next Festival to have a complimentary ad), advertising and any other item that may derive income or expense, shall be prepared by the Committee and presented to the CSSDA Board of Directors before any advance may be made to the Committee. This budget must be presented no later than the July meeting prior to the Festival, but may be submitted up to two (2) years in advance of the Festival to be hosted.

(1) The budget shall include, and not be a portion of the net fifty percent to the CSSDA, one dollar (\$1.00) per person registering to be earmarked for use of the International, National, USAWest or major Regional Square Dance Convention and/or Bid Committee of the CSSDA.

(2) The budget shall include, and not be a portion of the net fifty percent to the CSSDA, an amount per adult registration approved by the Board of Directors as projected to be necessary three years in advance, to be earmarked for a one year subscription to the CSSDA News.

(3) The amounts earmarked in 4. (a)(1) and 4. (a)(2) Above will be due and payable as

soon as the final attendance for the Festival is established. The payments are payable to CSSDA and are to be sent to the CSSDA Treasurer.

(b) The Festival Chairman shall furnish copies of the proposed budget to the CSSDA President. Said copies are to be mailed to all CSSDA Board of Directors fifteen (15) days prior to the meeting at which the budget is to be presented.

(c) Following the meeting at which the Festival budget is approved, the Festival Chairman, Hosting Council President and the CSSDA Executive Board shall meet and sign the attached Festival Contract (Exhibit 2).

(d) Volunteers for all Festival duties are encouraged; however, remuneration may be allowed for services to the CSSDA Festival, unless otherwise stated in this Policy Sheet.

#### 5. Festival Rotation and Site

(a) Each active Area of the CSSDA having suitable facilities, shall take their turn in hosting the Annual Festival. The rotation schedule shall be as follows: Northeast, Denver, Southeast, Colorado West and continuing in the same order thereafter. In the event another Council Area becomes active, it may be inserted into the rotation schedule at the discretion of the CSSDA Board of Directors. A trade in the schedule between two Council Areas may be made if both Council Areas are agreeable and the CSSDA Board of Directors approves it.

#### 6. Festival Procedure

(a) The Chairmen of the upcoming Festivals shall have in their possession information concerning the procedures for hosting the Festival. This shall consist of, but not be limited to the following:

(1) Copies of current policy sheets. Future Festivals will operate under the Bylaws & Policy sheets in effect at the time of the Festival budget approval.

(2) Suggested Committee positions and duties of those Committees.

(3) Copy of the CSSDA Bylaws.

(4) Copies of the final reports of the past Festivals. (At least the two most recent Festivals)

(5) Other pertinent information that would enable the Festival Chairman to better perform his duties.

(b) The Festival Chairman for each of the last two (2) CSSDA Festivals may be asked to serve on a new Festival Committee in an advisory capacity. Past or present CSSDA Officers still active in CSSDA may also serve as advisors. The Chairman of future CSSDA Festivals and the current CSSDA President should be invited to attend Festival Committee meetings, and should make every effort to do so. A copy of the Committee meeting notices and minutes will be sent to future Chairmen and to the CSSDA President in a timely manner.

(c) Space shall be provided at the preceding Festival where the Publicity Chairman, along with the Pre-Registration Committee, shall display for the next Festival all pertinent facts, pre-registration amount, registration blanks, location of Festival events, etc. Publicity Chairman shall keep other Council Areas up to date on latest details and publicity concerning the Festival. Only the Colorado State Square Dance Festival for the next year may be advertised and accept registrations, with the following three exceptions.

(1) The CSSDA Bulletin editor and individual council bulletin editors may be asked to print a page titled "Save the Date". Each future festival can then place on that page, the date, place, and theme for their festival, with no other information allowed. No other advertising of any kind will be allowed for future festivals.

(2) Festival reports given at CSSDA or Council meetings will not be considered as advertising an upcoming festival.

(3) Once a Colorado State Square Dance Festival Committee is formed and has an approved budget in accordance with these policies, registrations may be accepted from those committee members only.

- (d) The Programming Chairman shall be active and qualified to select and program the callers and cuers for the State Festival.
  - (1) This Committee should keep in mind at all times that the wish of the CSSDA is to provide the best possible dance.
  - (2) The Festival Committee is allowed to make their own decisions with reference to contract callers and cuers participating in the program. This includes eligibility, program, remuneration, scheduling and use of sound equipment. A letter of invitation to participate will be sent to all Colorado State Callers/Cuers.
- (e) The Festival Committee shall be responsible for acquiring property insurance for all authorized sound equipment at the Festival.
- (f) The Festival Committee shall be responsible for acquiring liability insurance for the Festival. The amount of insurance needed will be determined by the request of the contract Facility. Every effort should be made to use the USDA Insurance or other suitable insurance.
- (g) Everyone (callers, cuers, and dancers) except guest ceremony personnel shall be required to purchase an appropriate dance package for the Festival.
  - (1) Guest Ceremony Personnel is described as non-dancers such as clergy, city officials, facility representatives, color guard and special guests. Exhibition teams should not be considered guest ceremony personnel. Volunteers for all ceremony duties are encouraged; however, remuneration or donations may be allowed for services to the CSSDA Festival, unless otherwise stated in this policy sheet.
  - (2) Any caller or cuer volunteering to participate in the program must be pre-registered by the date designated by the hosting Festival Committee.
- (h) All CSSDA Festival financial records shall be maintained in a proper journal (manual or electronic) and shall include all receipts and disbursements. All money expended for the Festival will have a justifiable receipt. All checks shall carry sixty (60) day validity.
- 7. Educational Policy
  - (a) Space shall be provided by the hosting Council for an educational program, which is mandated by the CSSDA. The actual program shall be chaired and/or managed by the State 3-R Committee Chairman at the expense of the CSSDA.
  - (b) One hour of solely dedicated time will be reserved in the festival Saturday morning schedule.
- 8. Showcase of Ideas
  - (a) Space shall be provided, free of charge, for a Showcase of Ideas where other Councils, CSSDA committees, and outside organizations can display and share ideas about our dance activity.
  - (b) The Festival Committee shall contact all Councils, CSSDA Committees and outside organizations connected to CSSDA and invite them to participate. It is the responsibility of all groups to respond to the Festival Committee so space and table arrangements can be finalized.
- 9. Ceremonies
  - (a) The main Festival Ceremonies shall be held on Saturday night.
  - (b) The CSSDA President and the Hosting Council President shall be given a chance to address the assembled dancers.
  - (c) Up to 10 minutes of time will be allowed to the upcoming festival for promotion of their festival.
- 10. After party(s) and Exhibition(s)
  - (a) After parties and Exhibitions shall be left to the discretion of the Festival Committee.
  - (b) No money shall be budgeted out of the joint accounts (State and Area Council) for after parties and/or exhibitions at State Festivals. Area Councils may choose to make remuneration or donations to exhibition teams from their monies.
  - (c) Exhibition team members shall have valid Festival Registration.
  - (d) All Colorado exhibition teams should be invited to demonstrate at the Festival.
- 11. Final Reports

- (a) Accurate records of each Festival must be kept and a final report shall be presented by the Festival Chairman at the October CSSDA meeting following the Festival.
- (b) All Festival reports shall be retained by the CSSDA Secretary.
- (c) The Final Festival report shall be presented on the attached Final Short Report Form (Exhibit 3) and be retained in the CSSDA Secretary's books for ten years for review to any existing Festival Committees upon that Festival Chairman's request. Copies only should be given out for review. All original Final Report Forms shall remain in the CSSDA Secretary's books. Not all items are applicable to all Festivals yet every effort should be made to have the data as complete and accurate as possible.
- (d) Newspaper articles, pictures, pre-registration booklets, tri-folds, registration blanks, programs and any other Festival information available should be presented to the CSSDA Historian in scrapbook form. The CSSDA Historian should retain these with the CSSDA Scrapbooks and display them at future CSSDA Festivals.

#### 12. Proceeds

- (a) Proceeds or losses from the Festival are to be shared equally by the hosting Council Area and CSSDA. This also applies in the event of a Festival cancellation.
- (b) All materials paid for from the Festival receipts that can be reused shall become the property of CSSDA to be used at future CSSDA Festivals.

#### 13. Auditing Committee

- (a) An Auditing Committee Chairman shall be appointed by the President of CSSDA.
- (b) The other Committee members will be current Festival Treasurer and at least two of the upcoming Festival Treasurers

### **JOB DESCRIPTIONS OF FESTIVAL COMMITTEE POSITIONS**

#### **Festival Chairman**

1. Appoint active dancers to the various Festival Committees and be responsible to CSSDA for the actions of the Committee as a whole.
2. Responsible for signing all contracts; festival, facility, insurance, vendor, caller/cuer, exhibition teams, and other contracts required for the Festival.
3. Responsible for making sure reports are filed by the Secretary in a timely manner.
4. Inform the CSSDA President as soon as a Festival Secretary has been appointed with name, address and contact information.
5. Shall make every effort to attend all CSSDA Publicity and General Meetings. The Chairman may be reimbursed for travel expenses at the same rate as other standing committee members of CSSDA for four (4) CSSDA meetings before the Festival and two (2) CSSDA meetings after the Festival, in lieu of any other remuneration received.
6. In the event the General Chairman cannot attend the CSSDA State meetings, a representative should be sent in his/her place to report to the CSSDA. The Festival Chairman shall send advance notice to the CSSDA President including the name of the representative.
7. The General Chairman will present the Final Report to the CSSDA at the October meeting following the Festival.

#### **Vice or Co-Chairman**

1. Responsible for making sure he is aware of all committee actions.
2. Answers to the General Chairman and is to assist with any duties that the General Chairman designates.
3. Acquire color guard and person to do invocation for the Grand March.

#### **Treasurer**

1. Responsible for financial dealings of the Committee.
2. Have up-to-date records at all times showing all expenditures and income.
3. Should keep track of the amounts budgeted and amounts actually spent.
4. Make arrangements for adequate cash on hand.
5. Notes, receipts, etc. of the current Festival will be forwarded to the succeeding Festival

Treasurer for possible use and then returned to the original Council Area for their next Festival and final disposition.

6. Shall have copies of all contracts (such as facility, vendor, caller, cuer and other signed contracts).
7. Is responsible for payment to the CSSDA Treasurer for items listed in Policy Sheet No. 2 of 13 #4. (a) (1)-(3).

### **Secretary**

1. Responsible for all the correspondence as requested by the General Chairman.
2. Responsible for keeping accurate minutes of all general meetings. Copies of all Festival meeting minutes will be sent to Future Festival Chairman and the current CSSDA President.
3. Perform other secretarial duties requested by the General Chairman.

### **Publicity and Promotion**

1. Responsible for dispersing all information about the Festival to Council Area publications, national publications and news media, particularly the National Square Dance Directory and American Square Dance Magazine.
2. Responsible for getting information about the Festival in each issue of the State Bulletin and Area Bulletins.
3. Responsible for all promotion.

### **Programming**

1. Responsible for contacting and/or programming the callers and cuers for the Festival.
2. If desired, this position may be split into a Caller Program and a Cuer Program.
3. Responsible for sounding the halls and providing the required sound equipment.
4. Provide hospitality space for callers and cuers.

### **Camping and Recreational Vehicles**

1. Responsible for making arrangements for R.V.'s.
2. Should have people available to aid in guiding vehicles to the correct spots and in parking.
3. Provide 24-hour security for the area.

### **Registration and Pre-Registration**

1. Responsible for coordinating with the Publicity Chairman activities described herein.
2. Responsible for receiving the pre-registration forms and collating the information.
3. Responsible for having all registration materials ready to be handed out at the Festival prior to theirs.
4. Provide a good map to Festival facilities within the city.
5. Responsible for at-door registrations.

### **Fashion Show**

1. Responsible for the arrangements for a fashion show.

### **Vendors**

1. Responsible for making arrangements and contracts for vendor space (using the Colorado State Square Dance Association Vendor Agreement form Exhibit 1).
2. Assign vendor space.
3. Work with the vendors at Festival time
4. Assure that the vendor advertising money is paid to the CSSDA Treasurer by November.
5. Assure that the vendors are provided with State, County and City sales tax information.

### **Solos**

1. Responsible for making arrangements for the solo dancers.
2. Provide solo meeting areas in each hall.

### **Decorations**

1. Responsible for making arrangements for decorations.
2. Responsible for putting up such decorations and taking them down.
3. Responsible for obtaining and hanging all the State club banners.

## **Sewing**

1. Arrange sewing workshop.
2. The oncoming Festival shall be allowed to present their costume, if they plan to have it.

## **Hospitality**

1. Responsible for arranging for people to be "shakers" (people to fill squares).
2. Emergency message board and information.
3. Shall have local area information available (i.e., maps, restaurants, sights, etc.).
4. Responsible for arrangements for water in all dance halls.
5. Responsible for all directional signs within/outside of Festival Halls.

## **Getting Things Done:**

### **FESTIVAL COMMITTEE - PLAN OF ACTION**

1. Area Councils select a Festival Chairman. In choosing a Festival Chairman, keep in mind that this person will be expected to spend a lot of hours in meetings, organizing the Festival. The Festival Chairman is the leader of the Committee and should be just that - - - a leader.
2. Festival Chairman will choose the remainder of the Committee members. Great care should be taken in choosing the Committee Chairmen.
3. The Festival Committee will choose a location. When choosing a location, keep in mind how many buildings and how much floor space is available.

## **TIME FRAME**

Three years in advance:

- Choose a Festival Chairman & Vice Chairman.
- Choose location and book facilities.

Two years in advance:

- Choose remainder of Committee.
- Choose theme and logo.
- Draw up a proposed budget and submit to CSSDA for approval, according to "Hosting Annual CSSDA State Festivals"---4(a).
- If possible, attend the present Festival's Committee meetings.
- Get pre-registration materials ready for presentation at present Festival. Space shall be provided for display.

One year in advance:

- Make final contract for all facilities to be used.
- Make decisions concerning the facilities and their uses.
- Get invitation out to caller and cuers.
- All committees should have their own work well under way.
- Make presentation at the current Festival.

Six months in advance:

- Committees should have all their preparations organized.
- Pre-registration and Registration Committee, are working diligently.
- Dance programs should be printed and ready.

Two weeks in advance:

Final arrangements should be complete with all committees ready with work schedules for specific tasks.

Two days in advance:

Set-up should begin, if possible.

**DON'T PANIC ----- things will get done!**